CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida Chapter II Case Opening Section 1.4.3 Chapter 11 Small Business (required financial documents)

IV. File Chapter 11 Small Business (required financial documents)

Each required financial document may be entered separately, or all documents may be entered in a combined PDF event titled **Chapter 11 Small Business - All Financial Documents** (recommended).

Do	Documents (recommended).		
	CHAPTER 11 SMALL BUSINESS - All Financial Documents, OR,		
	Chapter 11 Small Business Cash Flow Statement Chapter 11 Small Business Balance Sheet Chapter 11 Small Business Statement of Operations Chapter 11 Small Business Federal Income Tax Returns, OR,		
	Chapter 11 Small Business Statement of Unavailability of Documents		
STEP 1	Select Bankruptcy from the main menu.		
STEP 2	The Bankruptcy Events screen will display. Click Other.		
STEP 3	The Case Number screen will display.		
	Enter the complete case number . This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click Next .		
STEP 4	Verify the identity of the case. If the case number is incorrect, use the browser's back button to return to the prior screen. Click Next		
STEP 5	The Miscellaneous screen will display. For our sample, we will upload all financial documents as a single PDF entry using the event Chapter 11 Small Business - All Financial Documents . Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click Next.		
	All of the Chapter 11 Small Business financial events are titled so that they appear in the database next to each other. Each transaction is identical. For your further convenience, a single docket event was created to group all of these events into one transaction (our sample event). Using this		

group event instead of separate entries will save time.

CM/ECF	Chapter II
	Case Opening
External User's Guide U.S. Bonleruntov Court, Southern District of Florida	Section 1.4.3 Chapter 11 Small Business
U.S. Bankruptcy Court, Southern District of Florida	(required financial documents)

- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- STEP 6a If using the grouped event like our sample, the following screen will ask for confirmation that all required financial documents are being filed.

ATTENTION: This Event is to be Used ONLY if ALL of the Following are Contained in ONE pdf File:

Cash Flow Statement

Balance Sheet

Statement of Operations

Federal Income Tax Return

If ANY of the Above Items are Not Included in This pdf File, Abort This Entry and Docket Each Item Separately, Using Their Individual Events.

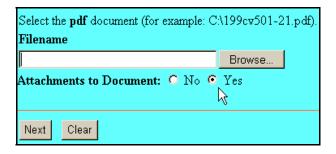


- This grouped event cannot be used if any of the above four items is missing.
- Use the event Chapter 11 Small Business Statement of Unavailability of Documents to identify any missing item(s).

CM/ECF	Chapter II
	Case Opening
External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Section 1.4.3
	Chapter 11 Small Business (required financial documents)

- STEP 7 The **PDF Document Selection** screen will display.
 - ◆ Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
 - ♦ The Attachments to Document option defaults to No. Click Next.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "Attachments to Documents" for instructions on how to file attachments. Click **Next**.



CRITICAL ISSUE - The image MUST be viewed <u>before</u> attaching it to ensure that it is the correct document.

- STEP 8 At the following screen, click **Next**.
- STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Financial Documents Required of Chapter 11 Small Business [Cash Flow Statement, Balance Sheet, Statement of Operations, and Federal Income Tax Return] Filed by Debtor Storm Shutter Company, Inc.. (Cradic, Cam)

Note that ALL four required documents are listed in the docket text.

CM/ECF	Chapter II
	Case Opening
External User's Guide	Section 1.4.3
S. Bankruptcy Court, Southern District of Florida	Chapter 11 Small Business (required financial documents)
	(required illumental documents)

- STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the document has been filed electronically.
 - ♦ The NEF will be served upon all case participants authorized to receive electronic service.
 - ♦ To view the court docket and/or notice, click on the case/docket number hypertext link and the system will prompt the user for a PACER login.